

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Destruction of Certain Finance Department Records

MEETING DATE: April 3, 2002


PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approves the destruction of the hereinafter-listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

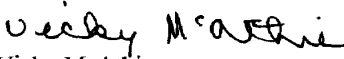
1. Administrative Leave Balances	01/93-12/96
2. Employee Balances & Step Increases	01/95-12/96
3. Daily Exception Time Sheets	01/95-12/98
4. Overtime Reports	01/95-12/96
5. Vacation Accrual Reports	01/95-12/96
6. Payroll Deductions	01/93-12/94
7. Holiday and Comp Pay Off	1989-1993
8. LTD Reports	1995-1996
9. Fringe Benefit Reports	01/87-12/94
10. Deferred Compensation Payroll Deduction Reports	1985-12/98
11. PERS Reports	1980-12/98
12. Farmers & Merchants Bank and Bank of America Bank Statements	1994-1998
13. Employee Travel Spreadsheets	1993-1998
15. Employee Taxable Travel	1995-1998
16. Vehicle Fuel Reports	1992-1995
17. Purchase Orders	1994-1995
18. Contract Payment folders	1975-1999
19. Expenditures by Object Code	1996-1997
20. Collector's Daily Reports	07/97-06/98
21. Expenditure Summary	1997
22. Appropriation Ledgers	1996-1998
23. Revenue Ledgers	07/96-06/86
24. Employee Advance Ledgers	07/93-06/96
25. Miscellaneous Journal Entries	07/96-06/99
26. Accounts Payable Invoice Register	07/97-06/99
27. Accounts Payable Distribution & Claims Registers	1997-1999
28. Employee Pension Cards	07/95-06/96
29. Social Security Worksheets	01/66-12/97
30. Expenditure Reports	1996-1997
31. General Ledger	1997-1998
32. 941E	1987-1993
33. Trial Balance	1987-1989
34. Special Allocations	1987-1989

APPROVED: _____


H. Dixon Flynn -- City Manager

35. W2's Benefit Letters	01/96-12/98
36. Returned W2's	Prior to 1999
37. YTD Earnings	01/87-12/96
38. Uniform Allowance	1993
39. Payroll Register	93-98
40. W2's & 1099's	89-93
41. Utility Customer Contracts (Service Orders)	96-97
42. Utility Billing Registers	96-97
43. Utility Billing Daily Audit Reports	96-97
44. Utility Final Pages and Utility Billing Pages	96-97
45. Window Receipts	96-97
46. Business Tax Applications	96-97
47. Cash Receipt Registers	96-97
48. Inactive Account Registers	96-97
49. Inactive Accounts in Arrears Registers	96-97
50. Employee Pension Cards	1950-1960

FUNDING: None required.


Vicky McAthie
Finance Director

VM:VK:vk
Prepared by Veronica Kramer, Finance Technician

RESOLUTION NO. 2002-72

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN
RECORDS RETAINED BY THE FINANCE
DEPARTMENT

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: April 3, 2002

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I hereby certify that Resolution No. 2002-72 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 3, 2002, by the following vote:

AYES: COUNCIL MEMBERS – Howard, Land, Nakanishi, and
Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hitchcock

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

2002-72

EXHIBIT A

INVENTORY OF CERTAIN RECORDS RETAINED BY THE FINANCE DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE SECTION 34090

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50. Employee Pension Cards	1950-1960

Dated: March 29, 2002

Vicky McAthie
VICKY MCATHIE
Finance Department Director

APPROVED FOR DESTRUCTION:

Randall A. Hays
RANDALL A. HAYS
City Attorney
City of Lodi

Dated: March 27, 2002